

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: October 15, 2004

SUBJECT: Operational Memorandum #02C-05 ***ED-103 Schedule D Reimbursement
Claim for Day Care Centers***

Enclosed is the ***ED-103 Schedule D Reimbursement Claim for Day Care Centers*** effective for October 1, 2004. **The information that has changed from last year includes the revision date and the addition of Column B, which collects the number of operating days for each site. Please discard outdated forms on file.**

The CACFP Website is now online and may be accessed at
<http://www.state.ct.us/sdc/deps/nutrition/CACFP/index.html>

The claim form and instructions will be available for download from the website at your convenience by the end of October. Therefore, it will no longer be necessary for sponsors to request a copy of the form via E-mail or on disk. It must be noted however, that the claim form was approved by the Forms Review Committee of the State Department of Education and contains information that is required by the U. S. Department of Agriculture. Contents may not be deleted or added.

It is very important that monthly claim forms are accurately addressed to ensure timely arrival to the Bureau of Health and Nutrition Services and Child/Family/School Partnerships. Timeliness is critical to assure on-time payments to the organization. **The following address must be used for claim form submission:**

**Connecticut State Department of Education
Bureau of Health and Nutrition Services and
Child/Family/School Partnerships
25 Industrial Park Road
Middletown, CT 06457-1543
Attn: Avis Kelly**

IMPORTANT NOTE: *This memorandum with the attached revised claim form and memorandum #01C-05 dated October 14, 2004, which transmitted the claim submission deadlines, MUST be forwarded to the appropriate agency personnel responsible for preparing and submitting the monthly reimbursement claims to the State agency. **Failure to appropriately disseminate this information within your organization may result in use of the outdated claim form, late claim submission, and/or incorrectly addressed claim submission. Any or all of these factors may affect the payment of claims for your organization.***

If you have any questions contact Susan Boyle at (860) 807-2074, Celia Cordero at (860) 807-2076 or Benedict Onye at (860) 807-2080.

Enclosure